



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	TRAINING ADMINISTRATOR/CURRICULUM DEVELOPER
3	Posting Number	PN# 112308
4	Department	Department of Public Works & Engineering/
5	Division	Human Resources
6	Section	Administrative Division
7	Reporting Location	Professional Development Section
8	Workdays & Hours	4501 Leeland St M-F, 8:00a.m.- 5:00p.m.
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> This position uses the Instructional System Design model to design, develop, implement, instruct, and evaluate both classroom and online courses. The position will also customize third party training products, write training content, analyze data, manage projects and work on a variety of other training-related activities while providing hands-on design, development, and instruction. Researches content, design and develop new classroom and/or e-Learning tools as appropriate. Assesses and modifies existing training programs to meet instructional design standards. Creates design documents showing the performance objectives, suggested sequence and presentation of course content, and timeframes. Secures buy in and approval from training sponsor, Training Manager and team. Works closely with internal customers and trainers to develop training materials such as instructor guides and participant/trainee guides, exercises, job aides, visual aides, CD-ROM, DVD, and other training tools. Analyze current programs and customer feedback and perform revisions to training materials to produce updated and improved training programs and materials. Researches and investigates available resources, internal and external vendor materials, that would maximize the quality and effectiveness of training. Online Learning: Takes traditionally developed course materials and works collaboratively to create a technology-based version that meets performance objectives. Ensures that all multimedia design elements, templates and finished solutions work within City of Houston technology standards, settings, etc. Provides design elements, comps, templates, and finish solutions. Researches and proposes vendor products to meet organizational needs. Performs other job related duties as may be assigned or required.	
10	<u>WORKING CONDITIONS</u> This position is physically comfortable; the individual has some discretion about walking, standing, etc. There are not major sources of discomfort.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a BA/BS or equivalent in Educational Technology, Instructional Design, Industrial Technology or a related field.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Four (4) years curriculum development experience writing training programs and making presentations on management and employee development subjects. Two (2) years Designing, Developing and Implementing CBT/WBT e-Learning web based training experience. Directly related professional experience maybe substituted for the education requirement on a year-for-year basis.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP-2-2)	
14	<u>PREFERENCES</u> Highly organized and possess excellent verbal/written communication, project management, and time management skills. Expert knowledge of Microsoft Word, PowerPoint, Dreamweaver, other web tools. Strong teamwork, problem solving, organization, flexibility, planning and communication skills are necessary. Knowledge of training administration processes, adult learning theories, instructional design and delivery tools, needs analysis, training program evaluations, group dynamics and standard training presentation concepts and practices. Project management experience with ability to work on multiple projects and meet deadlines necessary.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> Multi Interviews will occur. A course design skills test with course objectives and training plan will be required including presentation.	
16	<u>SAFETY IMPACT POSITION</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><div>Salary Range – Pay Grade 24</div><div>\$1,419-2,677 Biweekly \$36,894 -\$69,602 Annually</div></div>	
18	<u>OPENING DATE</u>	AUGUST 02, 2006
19	<u>CLOSING DATE</u>	OPEN UNTIL FILLED
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. For application status inquiries, please call (713) 837-0292. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Deaf for the Deaf) is (713) 837-9471.	
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